

EDITED TASK LISTING

CLASS: ASSOCIATE CONSTRUCTION ANALYST

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Analyzes minor and major capital outlay and special repair requests of the California Department of Corrections' (CDC) institutions and programs to provide information and recommendations to management and ensure compliance with CDC standards, strategic plan, State Administrative Manual (SAM), policies, etc. utilizing various resources (e.g., SAM, Departmental Construction Guidelines (DCG), studies, court mandates, Departmental Administrative Manual (DOM), compliance orders, Department and control agency policy, working knowledge, etc.) as required.
2.	Conducts investigations on physical plant and infrastructure issues (e.g., space needs, water quality, utility capacity and availability, environmental conditions, etc.) to gather information, make recommendations to management, and ensure compliance with CDC standards, strategic plan, policies, etc. utilizing various resources (e.g., DCG, studies, court mandates, DOM, compliance orders, Department and control agency policy, architectural/engineering practices, working knowledge, etc.) as required.
3.	Gathers data to prepare architectural and construction scope for the project relating to size, type and costs of structures, and optimum space utilization and methods of construction utilizing various resources (e.g., DCG, studies, court mandates, DOM, compliance orders, Department and control agency policy, architectural/engineering practices, computer hardware and software, etc.) in relation to the functional and operational needs of agency programs as required
4.	Analyzes data to prepare architectural and construction scope for the project relating to size, type and costs of structures, optimum space utilization, methods of construction and to provide information and recommendations to management utilizing various resources (e.g., DCG, studies, court mandates, DOM, compliance orders, Department and control agency policy, architectural/engineering practices, working knowledge, etc.) in relation to the functional and operational needs of agency programs as required.
5.	Analyzes projects to determine priority or acceptability for inclusion in the Department's Five-Year infrastructure plan and Governor's Budget, and to provide information and recommendations to management utilizing project categories, department and state policies, strategic plan, court actions, etc. on an annual basis.
6.	Prepares instructions to the selected program (i.e. design) manager (e.g. Department of General Services (DGS), CDC Project Directors, in-house professional staff, and department consultants) for the preparation of plans and specifications by consultants and other professional staff for approved projects utilizing various resources (e.g., project scope, cost, legislative intent, project phasing, scheduling, beneficial occupancy, department policy and intent, and department standards, working knowledge, computer hardware and software, other project requirements and constraints) as needed.

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7.	Analyzes completed preliminary plans, working drawings, final designs to ensure consistency with instructions utilizing concurrent stake holder reviews, project scope, cost, legislative intent, department policy and intent, department standards, code standards and good architectural/engineering practices etc. as needed.
8.	Prepares appropriate public works board action items in order to obtain approval of preliminary plans, approval of working drawings, proceed to bid, authorization of lease revenue funds, augmentations, use of Inmate Day Labor (IDL), etc. utilizing various resources (e.g., SAM, cost estimates, project plans, specifications, legislative intent, control agency policy and procedures, relevant documents, working knowledge, computer hardware and software, etc.) as required.
9.	Prepares various written documents (e.g., policies, procedures, Monthly and Quarterly Status Reports, Quarterly Wastewater Treatment Plan Status Reports, etc.) to request and provide information to others, to provide documentation, gain approvals, etc. utilizing various resources (e.g., SAM, prior history documentation, computer hardware and software, contractors' status reports, observations, input from institutions, working knowledge etc.) as needed.
10.	Analyzes project schedule information provided by various sources (e.g., DGS, IDL, department consultants) to ensure expeditious construction and beneficial phasing and occupancy when required, to provide information and recommendations to management utilizing various resources (e.g., consultant information, departmental requirements, court actions, inmate population changes, working knowledge, etc.) as needed.
11.	Analyzes project change orders to provide information and recommendations to management regarding the appropriateness of changes to project scope, cost and schedule utilizing various resources (e.g., project scope, cost, legislative intent, project phasing, scheduling, beneficial occupancy, department policy and intent, department standards, working knowledge, etc.) as needed.
12.	Meets with CDC management, staff and others to obtain and provide information , ideas, recommendations, etc. regarding minor and major capitol outlay and special repair issues and programs utilizing communication skills, interpersonal skills, working knowledge, reports, etc. on a daily basis.
13.	Coordinates the administration of awarded public works and other contracts used in the construction process to ensure performance is monitored and inspected, prompt payment for services are made, appropriate funding is identified, dispute resolution, contract closeout, etc. utilizing field staff, observations, architectural/engineering staff input, contractor information, project funding information, computer hardware and software, working knowledge, contract law etc. as needed.
14.	Develops scope of service for contract bidding packages to bid public works contracts utilizing information gathered from IDL field staff, projects plans and specifications, contract law, architectural/engineering staff input, computer hardware and software, working knowledge, etc. as needed.

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